

**Town of Underhill
Development Review Board Minutes
July 6, 2020**

BOARD MEMBERS PRESENT:

Charles Van Winkle, Chair*
Stacey Turkos, Vice Chair*
Matt Chapek*
Mark Green*
Karen McKnight*
Penny Miller*
Daniel Lee*

STAFF/MUNICIPAL REPRESENTATIVES PRESENT:

None

OTHERS PRESENT:

Brian Tijan* (26 Westman Road)
Theresa Potvin* (PO Box 135, 27 Moose Run)
Timothy Potvin* (PO Box 135, 27 Moose Run)

*Attended the meeting via the Go-To-Meeting Platform

RECORDING:

This meeting was digitally recorded, and can be found at the following website:

<https://archive.org/details/underhill-drb-06062020> (NOTE: THIS FILE IS TO COME)

6:30 PM – 07/06/2020 DRB Public Meeting

- Members of the Board convened on the Go-To-Meeting platform around 6:30 PM.
- [6:35] Chair Van Winkle commenced with the evening's meeting, starting by explaining the meeting was being held remotely in response to the COVID-19 pandemic and in accordance with Vermont state law. No adjustments to the agenda were made. No general public were in attendance to provide general public comment.

**6:35 PM – Tijan 2019 Family Trust- Revisions to an Approved Subdivision
26 Westman Road (WS026), Underhill, Vermont**

Docket #: DRB-20-05

- [6:35] Chair Van Winkle began the evening's hearing by explaining the meeting procedures for the subdivision amendment process. The application before the Board pertained to a revision of the existing building envelope on property owned by the Tijan 2019 Family Trust. The Applicant, Brian Tijan, was present to discuss the application. No other people were in attendance to comment upon the application. No ex parte communications between the Board and the Applicant were identified, nor were any conflicts of interest identified. No additional exhibits were submitted into the record. A site visit that occurred on Saturday, June 27, 2020 was referenced for the record.
- [6:40] Mr. Tijan provided an overview of the proposed building envelope revision and explained that an expansion to the south would allow for the construction of a goat shed close to the existing tree line.
- [6:43] Chair Van Winkle directed the Board to Exhibit M's site plan. The Applicant added that he requested as large a building envelope as possible so there would be no need to go through a subdivision revision for additional outbuildings in the future.
- [6:45] Chair Van Winkle called Board members in succession to offer comments or ask questions. Discussion ensued about the property's features and confirmed that the revised building envelope will be located outside the wetlands and outside the 100' setback from the stream or brook at the south side of the property. There was some disagreement with the name of the stream indicated on Exhibit N, but it had no bearing on the issue before the

Board. It was agreed to add a condition in the decision that the building envelope requires a setback of 100' from the stream since there is no setback dimension shown on the site plan.

- [7:03] Board Member Turkos made a motion to close the evidentiary period of the hearing; Board Member McKnight seconded the motion; and the motion was unanimously approved.
- [7:04] Board Member Turkos made a motion to approve the application for the revised building envelope as shown on Exhibit M and with the condition mentioned above and to craft the decision in closed session; Board Member Lee seconded the motion; and the motion was unanimously approved.
- [7:06] Chair Van Winkle explained the subsequent steps and timing required to complete the zoning permit process.

7:07 PM – Timothy & Theresa Potvin - Combined Preliminary & Final Subdivision Review
145 Moose Run (M0145), Underhill, Vermont **Docket #: DRB-20-01**

- [7:07] Chair Van Winkle began the evening's second hearing by explaining the meeting procedures for the combined preliminary and final subdivision review process. The application before the Board pertained to a 2-lot subdivision on property owned by Timothy and Theresa Potvin and which contained a primary dwelling and an accessory dwelling. The Applicants were present to discuss the application. No other people were in attendance to comment upon the application. No ex parte communications between the Board and the Applicants were identified, nor were any conflicts of interest identified. A majority of the Board acknowledged that they are current clients of Potvin Automotive, owned by Tim & Theresa's son and located on the subject property. No additional exhibits were submitted into the record. A site visit that occurred on Saturday, June 27, 2020 was referenced for the record.
- [7:15] Ms Potvin provided an overview of the proposed subdivision and indicated that the current accessory dwelling would become a primary residence with 10 acres. Exhibit M identifies that proposed lot as Lot #5.
- [7:19] Chair Van Winkle called Board members in succession to offer comments or ask questions. Discussion ensued about various issues to help clarify the subdivision: the history of Moose Run and Lap Run, the confirmation of road maintenance agreements for both roads, frontage requirements for properties on Pleasant Valley Road, the parent parcel with 2 access points on Pleasant Valley Road, the configuration of the property lines on both parcels, and the subsequent shape of each proposed lot.
- [7:45] Board Member McKnight made a motion to close the evidentiary period of the hearing; Board Member Turkos seconded the motion; and the motion was unanimously approved.
- [7:46] Board Member Turkos made a motion to approve the combined preliminary and final application for the 2-lot subdivision, including the required frontage waiver, and to craft the decision in closed session; Board Member McKnight seconded the motion; and the motion was unanimously approved.
- [7:47] Chair Van Winkle explained the subsequent steps and timing required to complete the zoning permit process.

7:50 PM – Other Business

- [7:50] The Board discussed the schedule for future hearings and the upcoming Saturday, July 18 site visits. All Board members would appreciate the Zoning Administrator reminding

- them about the site visits, if possible.
- [8:07] The Board adjourned.

Submitted by:
Penny Miller, Development Review Board Clerk

These minutes of the 07/06/2020 meeting of the DRB were accepted
this _____ day of _____, 2020.

Charles Van Winkle, Development Review Board Chair

These minutes are subject to correction by the Underhill Development Review Board. Changes, if any, will be recorded in the Final meeting minutes of the meeting of the DRB.